



Communications/Electronics Manager

Department: General Services

EEO Code: 22

Class Code: 3155

FLSA: E

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in supervising the operations of the Radio Communications Shop which installs, maintains and repairs County radio communications, video, public address and other electronic equipment; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

Supervises installation, maintenance and repair of various County radio communications, video, public address, microwave and other electronic equipment; schedules repair times and examines equipment to ensure proper repairs were completed; consults with other County departments to ascertain communications needs and performs and/or supervises the design, layout and installation of systems to meet those needs, ensuring compliance with state and federal wiring and other regulatory codes; installs and repairs communications equipment such as two-way radios, public address and intercommunications systems, telemetering systems, transmitters and antennas using schematic diagrams and/or blueprints, testing devices and handtools; maintains equipment and analyzes operational malfunctioning with testing devices such as oscilloscopes, generators, voltmeters, watt meters and ammeters to diagnose the nature of defect and ascertain repairs to be made; maintains a parts inventory; purchases parts; restocks inventory as needed; orders new radios, paging systems and other related equipment to replace current equipment or to implement new systems as required; functions as a working supervisor, over a group of technical employees; instructs, assigns, schedules, checks and appraises performance; participates in decisions to hire, discipline, discharge and promote employees; plans for and provides emergency coverage on communications systems; conducts in-service training on new equipment use; files FCC license requests for new frequencies; sets rate and contracts for radio repair; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of electronics repair; of licensing requirements and procedures; of supervisory principles and practices; of electrical and communications systems; of how to analyze costs and structure rates; of how to install, design, maintain, repair and manage standard and emergency communications system; of FCC rules and regulations; of how to communicate effectively both verbally and in written form.

Considerable skill in applying for FCC and other licensing; in supervising the maintenance of a variety of records and in writing reports; in supervising and inspecting the work of a support staff; comprehensive skill in installing, operating and maintaining electrical and communications systems; comprehensive skill in analyzing cost and structure rates; considerable skill in communicating effectively both verbally and in written form; comprehensive skill in designing and implementing preventative maintenance systems; working skill in

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an Associates Degree in Electronics Technology or similar field and seven years experience in the communications, microwave and electronics field including least three years at a supervisory level; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
